

MLC NOTICE OF REMEDIAL ACTION MLC 制裁措置通知書		DATE 日付
1. TO: (EMPLOYEE'S NAME) 宛:(従業員の氏名)	2. JOB TITLE & GRADE 職種及び等級	3. ID NO. ID番号
4. EMPLOYEE'S ORGANIZATIONAL UNIT 従業員の所属施設名		
5. YOU WERE CHARGED WITH THE OFFENSE(S) AS INDICATED IN THE "MLC CHARGE OF OFFENSE" DATED _____. CONSIDERATION HAS BEEN GIVEN TO THE RECORD OF THE CASE (INCLUDING YOUR REPLY IF ANY). AS A RESULT, FINAL DECISION HAS BEEN MADE AS FOLLOWS: あなたは 年 月 日付の“MLC違反行為の嫌疑書”に記載してある通りの違反行為について嫌疑を受けた。本事案の記録（もしあなたの答弁書があれば、それも含む）を審査した結果、次のような最終決定に達した。		
6. THE NUMBER OF PREVIOUS OFFENSES YOU COMMITTED WITHIN THE RECKONING PERIOD IS: 算定期間内におけるあなたの 今までの違反行為の回数 は である。		
7. THE PENALTY WHICH WILL BE IMPOSED FOR THIS OFFENSE IS: この違反行為に対して科される制裁は である。		
8. THE EFFECTIVE DATE OF THE PENALTY IS: 制裁の発効日は である。		
9. THE RECKONING PERIOD FOR THIS OFFENSE IS _____ MONTHS FOLLOWING _____, THE DATE OF THE OFFENSE. ANY FURTHER OFFENSE COMMITTED DURING THIS RECKONING PERIOD MAY RESULT IN A HEAVIER PENALTY, FOR ANY FURTHER OFFENSES COMMITTED. この違反行為の算定期間は 年 月 日以後 ケ月である。 この期間中に更に違反行為があった場合は、その違反行為に対して より重い制裁が科される。		
10. APPEAL HEREFROM MUST BE SUBMITTED IN WRITING WITHIN SEVEN (7) DAYS AFTER RECEIPT OF THIS NOTICE IAW CHAPTER 12, MLC. 苦情の申し立てはこの通知書受領後 7日以内に書面で MLC 第12章に従って 提出しなければならない。		
11. TYPED NAME & GRADE OF COR 契約担当官代理者の氏名と階級	12. SIGNATURE OF COR 契約担当官代理者の署名	
1ST INDORSEMENT (FOR APPROPRIATE LMO) 第一表書（当該労管用）		
13. TO: (EMPLOYEE'S NAME) (従業員の氏名)	14. FROM: (APPROPRIATE LMO) 発:(当該労官)	15. DATE 日付
16. DATE OF RECEIPT BY EMPLOYEE 従業員が受領した日	17. SIGNATURE AND HAN OF EMPLOYEE 従業員の署名と捺印	

INSTRUCTIONS FOR PREPARATION OF
MLC NOTICE OF REMEDIAL ACTION

1. Reference: MLC, Chapter 8, Conduct of Employees.

2. MLC NOTICE OF REMEDIAL ACTION.

a. The employee will be notified of the findings by the issuance of the MLC Notice of Remedial Action. The Contracting Officer's Representative will have the notice prepared in English and Japanese. In all cases, the notice will be forwarded to the Labor Management Officer (LMO). When the penalty to be imposed is a "Letter of Warning" a written document in English and Japanese specifying the offense charged and the corrective action required of the employee will be attached to the notice. The notice, in all cases, except where it is determined not to file charges against the employee, will be furnished the LMO together with an "MLC Personnel Action Request" for effecting the penalty imposed.

b. Entry in each numbered block is required:
(Blocks not listed are self-explanatory).

(1) Block 1: Enter full name of employee, showing family name first.

(2) Block 2: Enter job title, BWT and grade.

(3) Block 5: Enter the date of "MLC Charge of Offense," and final decision on the offense committed by the employee.
State briefly the offense committed by the employee.

(4) Block 8: The effective date of the penalty should be coordinated with the LMO in order that sufficient time is provided to enable the LMO to serve the notice on the employee prior to the effective date of the penalty.

(5) Block 9: Enter the reckoning period for the offense as prescribed in paragraph 3, Chapter 8, with the date of the offense.

(6) Block 12: Contracting Officer's Representative will sign all copies.